



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date August 26, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: SEP 9 1974 Application No.: 74-344 Date Completed: SEP 24 1974	
2. Agency Application No. EPD-wqc-4		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Div., water quality control sect 47 Trinity Avenue. S.W. Atlanta, Georgia 30334		4. Person to Contact Mr. Gene B. Welsh	
				5. Working Title Section Chief	
				6. File No. 656-4713	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1972-date		9. Exact Series Title NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT FILE			
10. What is the function of the office in which this record series is created? The water quality control section of the Environmental Protection Division is responsible for the following functions: a. the industrial waste program which requires from Georgia industries the submission for review and approval of abatement schedules, engineering reports, and specifications for wastewater treatment facilities for compliance with the Georgia Water Quality Act; b. the municipal engineering service which reviews and approves plans and specifications and conducts inspections of municipal wastewater treatment facilities; c. the national pollutant discharge elimination system which provides for the maintenance of a functional permit procedure for municipal, industrial, and private and institutional wastewater treatment facilities; d. the private and institutional development service which is responsible for the prevention, abatement, and control of water pollution discharges from domestic wastewaters originating in residential, commercial, and institutional developments which are not served by municipal sewage systems; e. the water quality surveys service is responsible for the preparation of comprehensive water quality management programs to insure the future stability of Georgia's lakes, streams, and estuaries; f. the water quality laboratory provides chemical analysis for the section in the evaluation of domestic and industrial waste treatment facilities; g. water quality grants is responsible for a state grant-in-aid program to assist local governments in the construction of water pollution control facilities; h. the groundwater management and quality service is responsible for the regulation of use of Georgia's groundwater resources and implementing a total groundwater management program as required by the Groundwater Use Act, 1965.					
11. File includes the following documents Documents relating to: the development, operation, and maintenance of a functional permit system for the regulation of wastewater discharges from municipal, industrial, and private and institutional treatment facilities. Included are: application for permit, fact sheets, correspondence, draft permits, public notices, and the final permit. File is arranged: alphabetically by name of municipality, industry, or institutional development. ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		15	22	.05 3/4	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
7-21-7		2-24-7	1-24-7	40 for current permits	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [X] []
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 8 years after initial issuance of permit.

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

The Georgia Water Quality Control Act requires that permits issued have a fixed term not to exceed 5 years prior to renewal. An additional 3 year retention is essential for updating and reference purposes of the water quality control staff.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify): When a permit is renewed remove the original permit file and place in inactive file. Cut off inactive file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center for reference purposes; hold 2 years; then destroy. Water Quality Control chief will be notified prior to destruction.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John Hearn</i>		Date <i>9/6/74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hearn</i>	<i>9/6/74</i>	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hearn</i>	<i>9-20-74</i>	
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>9-18-74</i>	
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Sheel</i>	<i>9-20-74</i>	
STATE RECORDS COMMITTEE				